MOMETRIX
SMARTER PREP. BETTER RESULTS.

01	A	B	**C**	D	E	14	A	B	C	D	**E**	27	**A**	B	C	D	E
02	A	B	**C**	D	E	15	A	B	C	D	**E**	28	**A**	B	C	D	E
03	A	B	C	**D**	E	16	A	B	**C**	D	E	29	**A**	B	C	D	E
04	A	**B**	C	D	E	17	A	B	C	**D**	E	30	A	B	C	D	**E**
05	A	B	C	D	**E**	18	A	B	**C**	D	E	31	A	B	**C**	D	E
06	A	B	**C**	D	E	19	A	B	C	D	**E**	32	A	**B**	C	D	E
07	**A**	B	C	D	E	20	**A**	B	C	D	E	33	**A**	B	C	D	E
08	A	B	C	D	**E**	21	**A**	B	C	D	E	34	**A**	B	C	D	E
09	A	B	C	**D**	E	22	A	B	**C**	D	E	35	A	B	C	**D**	E
10	**A**	B	C	D	E	23	A	B	C	**D**	E	36	A	B	**C**	D	E
11	A	B	C	D	**E**	24	A	B	C	**D**	E	37	A	**B**	C	D	E
12	**A**	B	C	D	E	25	A	B	C	**D**	E	38	A	**B**	C	D	E
13	A	B	C	**D**	E	26	**A**	B	C	D	E	39	**A**	B	C	D	E

PRACTICE QUESTIONS

Microsoft

WORD-ASSOCIATE-MICROSOFT-OFFICE-SPECIALIST-PROGR

Word Associate (Microsoft Office Specialist Program)

EDITION	QUESTIONS	FORMAT
Demo	9	Limited Edition PDF

WEB www.mometrix.net

SUPPORT support@mometrix.net

Before you begin

What this is

9 practice questions for Microsoft `WORD-ASSOCIATE-MICROSOFT-OFFICE-SPECIALIST-PROGR`, each with its answer key and an explanation. Answer a question before you read its key — the explanation is worth more once you have committed.

If something looks wrong

Send us three things and we will check it:

- the exam code, `WORD-ASSOCIATE-MICROSOFT-OFFICE-SPECIALIST-PROGR`
- the question number
- the email address on your order

Write to **support@mometrix.net**. We reply within one business day.

mometrix.net

QUESTION 1 SINGLE CHOICE

A user is editing a long document and needs every paragraph to begin at the same position from the left margin. Which paragraph setting in Word controls this behavior?

A Line spacing

B **Indentation**

C Alignment

D Shading

ANSWER **B**

WHY Indentation controls the distance of paragraphs from the left and right margins, including the first-line indent. Alignment controls horizontal placement relative to the margins (left, center, right, justify), not the distance of the indent itself.

mometrix.net

QUESTION 2 SINGLE CHOICE

A user wants to insert a picture and have the surrounding text flow around the picture on the left side only, with the picture positioned on the right. Which text wrapping setting should be applied?

A In Line with Text

B **Square**

C Tight

D Behind Text

ANSWER **B**

WHY Square wrapping causes text to wrap around a rectangular border around the picture, allowing text to flow on the left while the picture sits on the right. 'In Line with Text' places the picture on its own line, 'Tight' follows the picture's contour, and 'Behind Text' places the picture behind the text so text does not wrap around it.

QUESTION 3 SINGLE CHOICE

A user wants to emphasize a word by making it slightly taller than the surrounding text without changing its width. Which font effect accomplishes this?

A Bold

B Underline

C **Small caps**

D Character scaling

ANSWER **C**

WHY Small caps formats lowercase letters as smaller versions of capital letters, raising their height relative to surrounding text without expanding width. Character scaling changes the horizontal-to-vertical ratio of all characters equally, bold increases stroke weight, and underline adds a horizontal line beneath the text.

mometrix.net

QUESTION 4 SINGLE CHOICE

Two colleagues need to review a Word document and see each other's edits in the same file. Which Word feature should they use?

A **Track Changes**

B Comments

C Compare

D Mail Merge

ANSWER **A**

WHY Track Changes records insertions, deletions, and formatting changes made by any reviewer so they can be viewed, accepted, or rejected. Comments allow reviewers to leave notes but do not mark changes to content. Compare merges revisions from a separate copy into one document. Mail Merge is used to create many customized documents from a data source.

QUESTION 5 SINGLE CHOICE

A user wants the first row of a table to repeat automatically at the top of each page when the table breaks across pages. Which option should be enabled?

A Distribute Rows Evenly

B **Repeat Header Row**

C Split Cells

D Convert to Text

ANSWER B

WHY The Repeat Header Row option, found in Table Tools on the Layout tab, causes the selected header row to be repeated at the top of each new page where the table continues. Distribute Rows Evenly adjusts row heights, Split Cells divides a cell into multiple cells, and Convert to Text changes the table to plain text.

mometrix.net

QUESTION 6 SINGLE CHOICE

A user needs to set the proofing language for selected text to Spanish so the spelling and grammar checker uses Spanish rules. Which tab in the Word Options dialog contains this setting?

A General

B Display

C **Proofing**

D Advanced

ANSWER C

WHY The proofing language for selected text is set from the Language group on the Review tab and the list of available languages is configured within the Word Options Proofing tab. Selecting the text and choosing Review > Language > Set Proofing Language applies Spanish to that selection.

QUESTION 7 SINGLE CHOICE

A user wants to add a rectangle to a document and type text inside it. Which type of object should be inserted?

A A SmartArt graphic

B A WordArt object

C **A shape with a text box**

D A chart

ANSWER C

WHY Shapes such as rectangles from the Shapes gallery on the Insert tab can contain text. Clicking inside the shape or using right-click > Add Text allows typing directly into the shape. SmartArt and WordArt are used for stylized diagrams and decorative text, while charts display numeric data.

mometrix.net

QUESTION 8 SINGLE CHOICE

A user has finished editing a document and wants to send it to a colleague who does not have Word, ensuring the layout and fonts display as intended on any device. Which file format should be used?

A .docx

B .rtf

C **.pdf**

D .txt

ANSWER C

WHY PDF preserves the document's formatting, fonts, and layout exactly as designed and can be opened on virtually any device without Word. The .docx format requires Word or a compatible reader, RTF preserves basic formatting but not necessarily layout, and .txt strips all formatting.

QUESTION 9 MULTIPLE CHOICE

Which two of the following are valid sources that can be inserted into a Word document using the References tab? (Choose two.)

A A footnote

B **A page color**

C **A bibliography entry**

D A Quick Part

ANSWER **B · C**

WHY Footnote and bibliography entry are correct because both are inserted from the References tab: footnotes from the Insert Footnote command and bibliography entries from the Bibliography group. Page color is found on the Design tab, and Quick Parts are inserted from the Insert tab.

mometrix.net